Getting Started with Your easyCBM Account

easyCBM®

Curriculum Based Measurement Solutions

Over 1150 Benchmark and Progress Monitoring measures across 3 subject areas

Math

Numbers and Operations
Numbers, Operations, and Algebra
Geometry
Measurement
Geometry, Measurement, and Algebra
Proficient Math

Reading

Letter Names
Letter Sounds
Phoneme Segmenting
Word Reading Fluency
Passage Reading Fluency
Vocabulary
Basic Reading
Proficient Reading

Spanish

Syllable Sounds
Syllable Segmenting
Word Reading Fluency
Sentence Reading Fluency
Vocabulary

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About easyCBM
Our system uses curriculum-based measures (CBMs). CBMs are standardized measures that sample from a year's worth of curriculum to assess the degree to which students have mastered the skills and knowledge deemed critical at each grade level. The Teacher Edition includes individual teacher accounts with a 200-student limit. In addition, a District version, suitable for systems-wide uses, is available through our partners at Riverside Publishing.

easyCBM Teacher Edition – Deluxe Trial and Upgrade
We offer the Teacher edition of easyCBM at the University of Oregon. The Teacher edition is designed for small-scale use (200 student maximum) by teachers working in schools or districts that do not need a systems-wide approach to screening and progress monitoring.

When you register for an easyCBM Teacher account, you will automatically receive a one-month free trial of easyCBM Teacher Deluxe. This will give you access to all the upgraded Teacher Deluxe features. At the end of the month, or any time during your trial, you can choose to upgrade to a 12-month subscription of easyCBM Teacher Deluxe ($49.99 annually). At the end of the one-month trial period, if you do not upgrade, your account will revert to the limited Lite version and you will no longer have access to the Deluxe features.

Teacher Deluxe and Lite (limited) Comparison

The limited Lite version provides a limited number of progress monitoring measures in both reading and mathematics. The **reading** measures are grouped by skill sets. Each skill set progresses in difficulty with: *Phoneme Segmenting, Letter Names,* and *Letter Sounds* being the easiest and *Word Reading Fluency, Passage Reading Fluency,* and *Proficient Reading Comprehension* being the most challenging. The **math** measures include short assessments for each of three basic math domains per grade.

The upgrade to Teacher Deluxe is designed to support educators in a more comprehensive way; it includes additional alternate forms of the progress monitoring measures as well as additional measure types (such as vocabulary, shorter reading comprehension passages, a more robust math assessment, and Spanish literacy measures). In addition, the Deluxe accounts include benchmark screener tests and more enhanced program features.

Additional Deluxe Features:

- Benchmark Screeners (administered three times per year)

- 13 additional and more challenging *Proficient Math* forms per grade. The *Proficient Math* forms include 25 items in grades K-2 and 20 items in grades 3-8.

- *Vocabulary* measures for grades 2-8.

- Shorter comprehension measures that include informational text and "read to perform a task" prompts, in addition to short literary text.

- Spanish language support for all math items (in both written and read-aloud formats).

- Spanish literacy that includes syllable sounds, syllable segmenting (grades K-1), word reading fluency, sentence reading fluency (grades 1-2), and vocabulary (grades 2-8).

- Student roster uploading.

- Improved interventions Log

Feature Comparison

Features	Deluxe	Lite (limited)
Cost	$49.99/year	Free
Maximum Students	200	200
Intended Use	Individual Teacher	Individual Teacher
Populating Students	Roster Upload	Manual
Progress Monitoring Measures	√	*limited*
Individual Progress Monitoring Graphs	√	√
Benchmark Assessments (Screeners)	√	
Benchmark Risk Rating Reports	√	
Basic Reading Measures (shorter comprehension measures)	√	
Vocabulary Measures	√	
Spanish Measures	√	
Spanish Translations/Audio for Math Items	√	
Student Roster Upload	√	
Template-based interventions log (records teacher devised plan)	√	
Retention Feature	√	
Centralized Import/Export of Data	√	

Measure Comparison

Type/Number of Measures	Deluxe	Lite
Phoneme Segmenting (PS)	20 (Gr K-2)	9 (Gr K-1)
Letter Names (LN)	20 (Gr K-2)	9 (Gr K-1)
Letter Sounds (LS)	20 (Gr K-2)	9 (Gr K-1)
Word Reading Fluency (WRF)	20 (Gr K-2)	9 (Gr K-1)
Passage Reading Fluency (PRF)	20 (Gr K-2)	9 (Gr K-1)
Proficient Reading (Prof Rdg)	20 (Gr 2-5) 11 (Gr 6-7) 11 (Gr 8)	9 (Gr 3-5) 6 (Gr 6-7) 3 (Gr 8)
Basic Reading (Basic Rdg)	13 (Gr 3-8)	
Vocabulary (VOCAB)	13 (Gr 2-8)	
Proficient Math (Prof Math)	13 (Gr K-8)	
Basic Math (Basic Math)	33 (Gr K-8)	27 (Gr K-8)
Spanish Syllable Segmenting (SP_SSEG)	13 (Gr K-1)	
Spanish Syllable Sounds (SP_SS)	13 (Gr K-1)	
Spanish Word Reading Fluency (SP_WRF)	13 (Gr 1-2)	
Spanish Sentence Reading Fluency (SP_SR)	13 (Gr 1-2)	
Spanish Vocabulary (SP_VOCAB)	13 (Gr 2-8)	

Please Note: The benchmark screeners are intended to help identify students who are performing below grade level and would benefit from additional instructional supports.

Benchmark screeners are administered 3 times a year. Students who perform at or above the 50th percentile on-grade, require no further testing until the next benchmark testing period. Students who perform below the 50th percentile should be given progress monitoring assessments, in conjunction with targeted instructional supports, to help them catch up to grade-level peers.
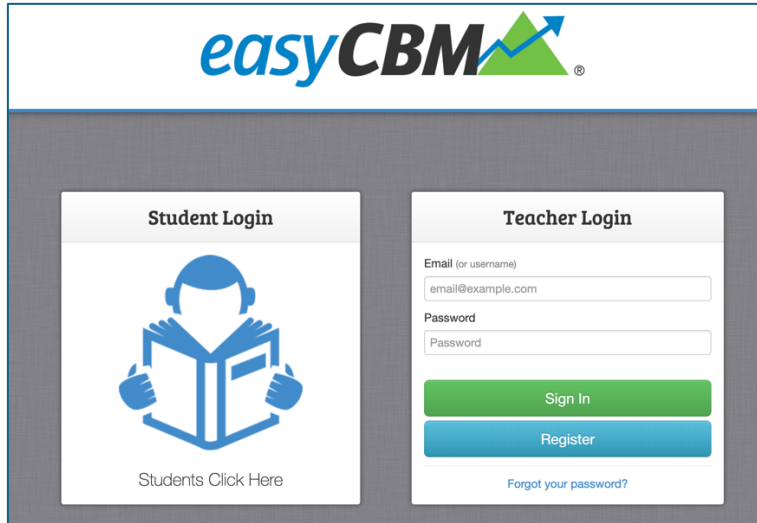
Determine the Number of Accounts Needed

Consider your testing needs. Each account has a 200-student limit. You cannot exceed this limit and students cannot be transferred between accounts.

For individual teachers with fewer than 200 students, one account will suffice. If a teacher is responsible for assessing more than 200 students, they may require more than one account. Some teachers find it useful to create multiple accounts broken into grade bands such as K-2, 3-5, and 6-8.

You are welcome to create as many accounts as you would like by following the instructions to create a new account.
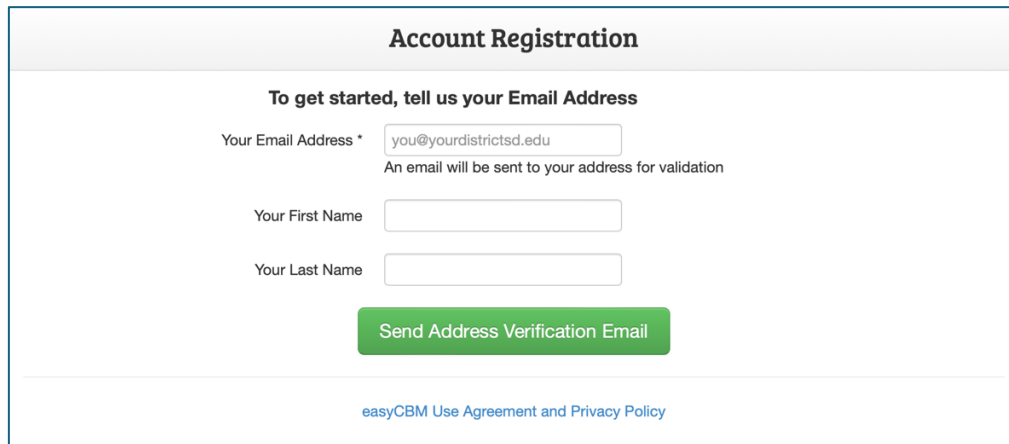
Create an easyCBM Teacher Edition Account and Access Free Deluxe Trial

1. Go to: https://app.easycbm.com/
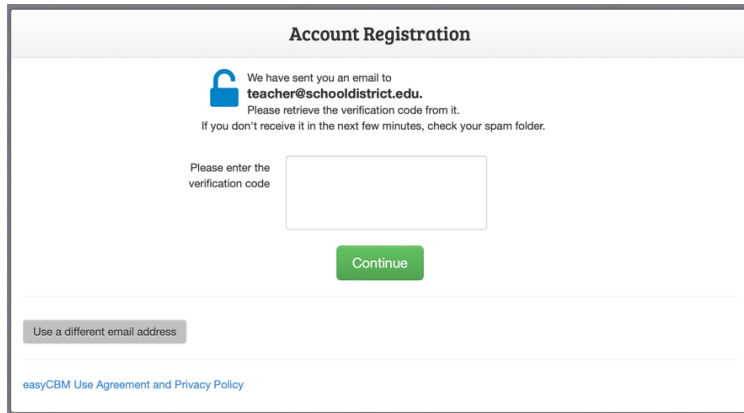   a. Click on the blue **Register** button

2. Enter your account registration information:
   a. Email address (must be a valid email address and not used with a different easyCBM account)
   b. First Name
   c. Last Name
   d. Click on the green "Send Address Verification Email" button. This will send a code to the email address you have entered.
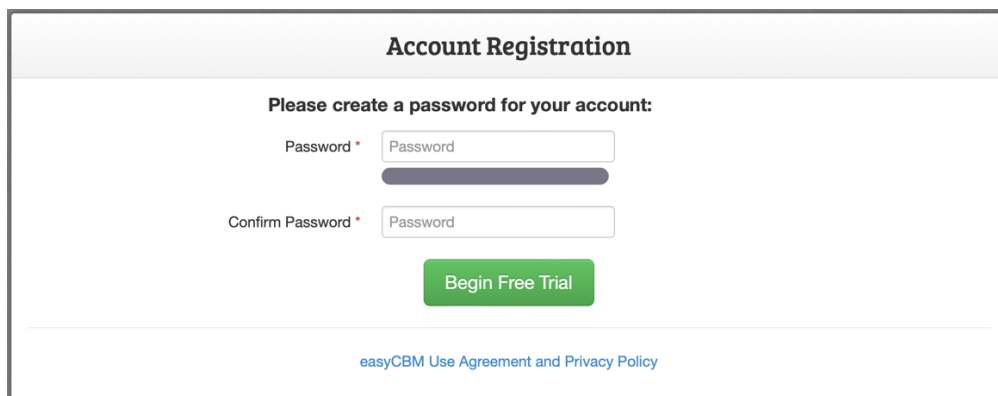
3. Verify your email address.
   a. Retrieve your verification code from the email address you entered in the previous step.
   b. Enter the verification code into the box provided.
   c. Click the green "Continue" button.

Account Registration

We have sent you an email to
teacher@schooldistrict.edu.
Please retrieve the verification code from it.
If you don't receive it in the next few minutes, check your spam folder.

Please enter the verification code

[Continue]

Use a different email address

easyCBM Use Agreement and Privacy Policy

4. Create a Password
   a. Password must at least 8 characters, be unique, and must include characters from at least 2 groups (uppercase, lowercase, letters, numbers, special characters).
   b. Click the green **Begin Free Trial** button and you will be logged into the Teacher Deluxe Trial Subscription.

Account Registration

Please create a password for your account:

Password * [Password]

Confirm Password * [Password]

[Begin Free Trial]

easyCBM Use Agreement and Privacy Policy

You are now logged into the easyCBM system. At the top of left of your screen, you will find the Account Status. It includes the expiration date of your trial on the **Subscribe Now** button.

easyCBM.

Subscribe Now
Deluxe Trial expires 2024-12-21

Purchase a Deluxe Upgrade

After you have established an account, you can add a 12-month Deluxe subscription at any time by following the instructions below. When you upgrade, an additional 12 months will be added to your subscription.

To purchase (or renew) a Deluxe Teacher account, you **must be logged into the account you want to upgrade**:

- Go to: https://app.easycbm.com/

- Log into the easyCBM **account you want to upgrade or renew**.

- At the top left of the screen, locate the Subscription Status button (see table below for examples of what your button will look like). This button will say **Subscribe Now** (for trial period and expired subscriptions) or **Deluxe Edition** (for current subscribers who want to renew). Click this button.

  Examples:

- Click on the **Subscribe** or **Renew** button on the next screen. You will be directed to the University of Oregon's QuickPAY form in a new tab.

- Select either credit card or eCheck for your payment option.

  - To pay by credit card, simply follow the instructions online.

  - To pay by eCheck, enter information from your physical check online. You do not need to sign up for a special service or program.

- We can **only** accept Purchase Orders when they are paying for **a minimum of 10 accounts**. If you are interested in using a Purchase Order, please email us at support@easyCBM.com with the list of easyCBM teacher accounts you would like to upgrade. We will need to know the name and email address associated with each of the 10+ easyCBM accounts before we can process your request.

Upgrades are good for a full year from the date of purchase and will not automatically renew at their expiration date. You will receive notices when your upgrade is nearing expiration so you can renew your Deluxe account and retain access to all the extra features. If your upgrade expires, the upgrade features will be turned off, and your account will revert to a Lite limited version (Lite data remains intact).

Account Status	Subscription Status Buttons
Teacher Deluxe 1-month Trial - **Current**	easyCBM. **Subscribe Now** Deluxe Trial expires 2024-12-21
Teacher Deluxe 1-month Trial - **Expired**	easyCBM. **Subscribe Now** Deluxe trial expired
Techer Deluxe 12-month Subscription - **Current**	easyCBM. **Deluxe Edition** Subscription expires 2024-12-01
Teacher Deluxe 12-month Subscription – **Expired**	easyCBM. **Subscribe Now** Subscription expired

Assistance with your easyCBM Account

The easyCBM Teacher Edition **Help Desk** is a valuable tool for using the system. It is populated with answers to frequently asked questions, step-by-step instructions, answers to actual user questions, as well as guidance on use of the system and troubleshooting issues. You can access the Help Desk when logged in by clicking on the red **Get Help** link in the upper right-hand corner of your screen. It is also accessible by going to: https://help.easycbm.com.

easyCBM Teacher Helpcenter		
Account Information 30 articles	Alignment, Standards, Norms & Percentils 33 articles	Benchmarks 27 articles
CBMSkills 3 articles	FAQ 57 articles	How to 103 articles

Additionally, the **Resources** tab (located on the upper right-hand side of your screen) has links to manuals, videos, and other support information.

Use Your easyCBM Deluxe Account

Before testing can begin, you must prepare the steps below. Instructions for each of these steps are included later in this section.

1. Populate your account with students. If returning, also advance a student's grade in school.

2. Create a group(s) or use the default group, "All Students."

3. Assign and/or reassign students to a group(s). If you are returning, you may need to regroup your students. Students can be assigned to multiple groups.

4. Deluxe Accounts: Set the Date Range Setting to open the benchmark testing window (if you are administering these tests). Setting the Date Range assigns the Benchmark tests to students automatically.

Items to Know About Testing

Tests are administered either online or manually, using paper and pencil. Manually administered tests will need to be entered by hand into the system. There is no answer key for progress monitoring measures. The system automatically scores them as data are entered and posts the results in the Reports section.

Please Note: When you manually enter student responses, **the date recorded is the current date**. If you manually administer tests to students but wait several days to enter the student responses, **you must first change the date to match when the test was taken**. If you have several tests of the same type to enter, please space out the dates of when each test was taken; otherwise, the program will only record and graph one of the test scores. **Once data have been entered, you can view student tests at any point to review correct/incorrect answers.**

- Log into your account, go to the **Reports** tab, and click on the **Individuals** tab.

- Double-click the student's name and scroll down to the graph of the desired measure. The scored test is graphed with percentile lines (50th percentile equals on-grade performance). Below the graphed score is the name of the completed measure(s). To the right of the measure name is the column "View Test".

Basic Reading

Grade 5, RDG_BASIC: John Doe

···**10**PR ···**25**PR ···**50**PR ···**90**PR

	CBM Name	View Test
1	Basic Reading 5_1	View
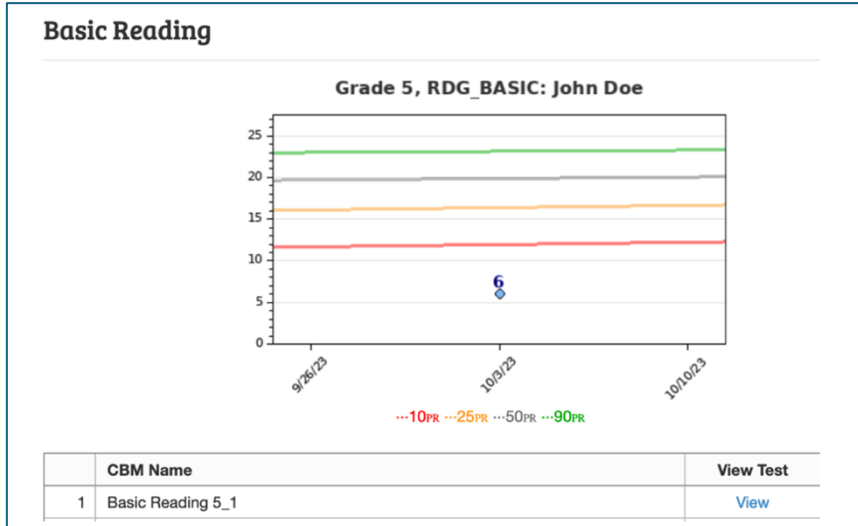
- Click on the **View** link and you will be directed to the actual test the student took with both correct and incorrect answers.

John Doe
Date Tested: 10/3/2023
Date Entered: 8/1/2024 11:45 am

Thank you

Thank you for completing the test!See how you've done.

6 of 25 Correct (24%)

1. Samuel is nervous because: Incorrect

aliens have come to his school

the weather is cloudy and rainy

it is his first day at a new school   Correct Answer

Measures Enable/Disable (Deluxe)

Click on the **Account** tab in the upper right-hand corner of the screen. Click on the blue **Manage Settings** button near the center or the Account Information screen. Scroll down to **Enable Measures and Features**. You can click on the box next to the measure to enable or disable the measure. Click **Update Settings** to activate your changes.

Add Students to Account and Advance Students' Grade in School (Deluxe)

Deluxe users can add/edit students in their account and advance the student's grade in school in preparation for a new year (the system does not do this automatically) by uploading a class roster. (Lite users advance each student manually.)

To access the roster upload:

- Log into your account.

- Click on the **Students** tab on the left-hand corner of the screen.

- Click on the blue **Upload student roster** button in the **Manage your Students** box.

- You will be directed to a page with instructions for preparing and uploading a student roster into your account.
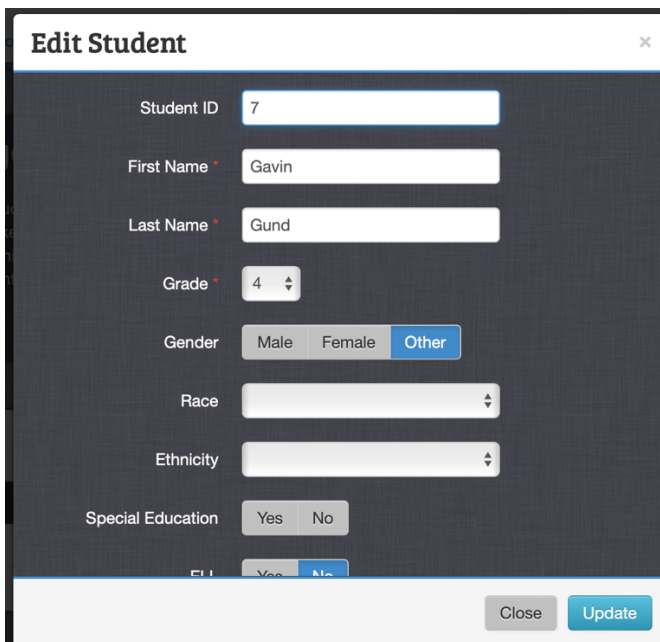
Upload a Student Roster

Edit Students

If student information is already entered, you can edit it at any time.

- Click on the blue **edit icon** to the left of the red trash can icon.

- A pop-up window will display the student's information. Here you can edit the student grade, advancing it to the next level.

- After you make changes, be sure to click on the **Update** button to save the changes.


Group and Activate Students for Testing

Grouping students organizes them for testing and report purposes. You can create as many "groups" as needed. Students can exist in multiple groups or in a single group of their own.

Please Note: If you are returning and have advanced your students' grade in school, you may need to regroup your students. In this case, it is easiest to delete a group by removing it from the Groups column on the left and create a new Group. This will only delete the group and not the students or their data.

All students are automatically listed in the "All Students" group. After you assign students to the appropriate groups, you can begin testing.

Create a Group

- Log into your account and go to the **Students** tab.

- Below the "Managing your Students" section, find the "Groups Column on the left-hand side.

- To create a new group, click on the green "**+**" button to the right of "Group".

- A blank box will appear at the bottom. Enter the group name, then click on the green checkmark box to the right of the group name. Please remember the group names will be viewable by students. Choose wisely.
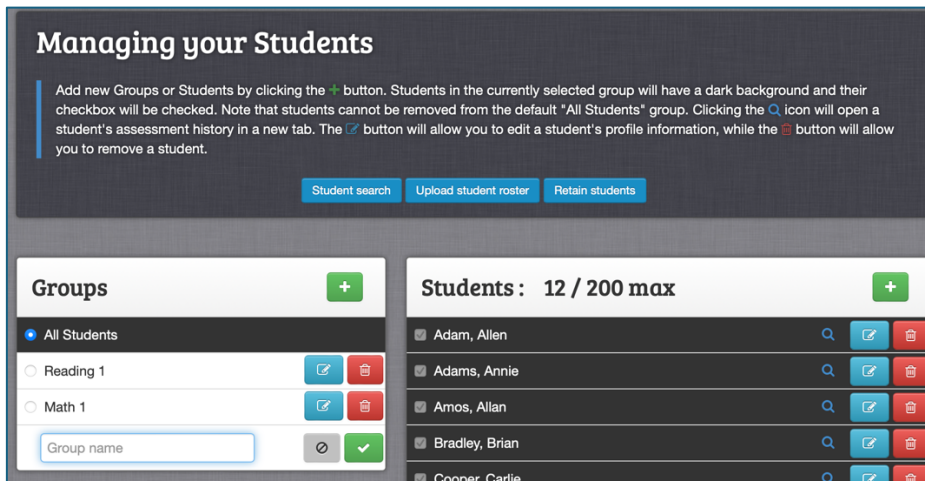
Activate or Assign a Student to a Group

- Click on a Group name, then go to the "Students" column on the righthand side.

- Click the corresponding box to the left of a student's name. This will produce a check mark in the box and highlight the student's name in black. This assigns a student to that group.

- Repeat this procedure until all the students in each group have a checked box next to the name and highlighted in black.

- Repeat this process for any additional groups.

Assign and Take Student Assessments

Progress Monitoring Measures

Assign an Online Progress Monitoring Measure

- Go to the **Measures** tab and click on **Progress Monitoring**.

- Click on the grade of the test you want to administer.

- Scroll down the page until you locate the name of the assessment you wish to administer. On the right-hand side, you will see a "**Take Online**" checkbox (for those assessments that can be administered online).

- Click the box, and a list of student groups will appear.

- Select the box for all the groups you want to take this measure.


Direct Students to Login

After you've selected tests and group(s), direct your students to log in using your account URL, or student testing portal. The student testing portal address is found under the **Measures** tab, inside the dark gray box called "Measures on easyCBM". It is located at the bottom of the box and is highlighted in blue. It is an address unique to your account and includes your classroom name. (You can change your classroom name on the **Account** tab located in the upper right of the screen.) In the example below, "DemoTeacher" is the classroom name.


Once students are logged in, their group and individual names should appear for selection along with their assigned test options. Once a test has been assigned (Progress Monitoring) or the Benchmark window is open (Benchmarking), it will become available on the student list.
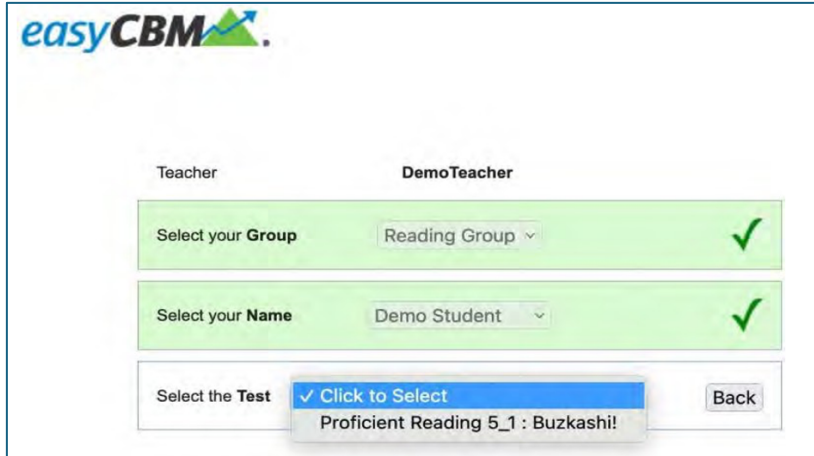
Manually Enter Scores for Progress Monitoring Measures

- To manually enter scores, click on the **Measures** tab and select "Enter Scores" next to the appropriate measure.

- **Critical:** First **review the date** in the tan box below "Teacher Data Entry" (see screenshot below). This always defaults to the current date. **If your students took the test on a different date, first change the date** before you enter scores to ensure accurate data on the progress monitoring time-series graphs.

- Click on the "Enter Scores" column and a pop-up window will appear.

- Select the group name, then click the **Go** button.

- Fill in the student responses or scores.

- Make sure to select the **Save** button when you are finished entering the scores.
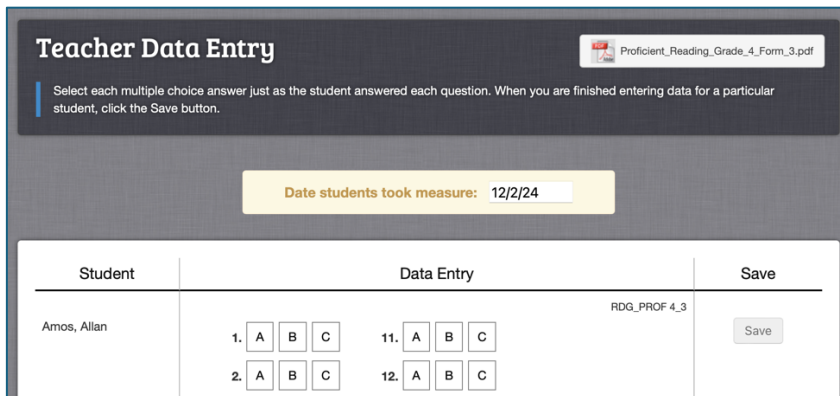
Manually Enter Multiple Tests of the Same Type

If you have administered multiple tests of the same type and you have waited to manually record all these tests at the same time, **it is <u>critical</u> to adjust the date each test was taken** before you enter the answers. The system automatically defaults to the current date and the date cannot be

changed once the test has been entered. The test dates **must** be at least a week apart in from the previous administration of the same test type. The program can only graph one test score (of the same test type) per day/date. Testing too close together does not allow the data points to show on the student progress graphs. For tests covering more complex constructs, such as math, vocabulary, and reading comprehension, testing should be 3-4 weeks apart, with guided instruction given between administrations.

Benchmark Measures (Deluxe)

Teacher Deluxe users also have Benchmark measures available for students in grades K-8. Benchmark measures are not assigned like progress monitoring measures. Because Benchmark measures are always assigned on-grade, the system already knows what tests to assign students. The Benchmark measures assigned are based on the results of empirical studies to identify the most relevant measures for accurately identifying students at risk.

When the benchmark testing window is open, on-grade Benchmark tests automatically become available for students to take.

Adjust the Benchmark Date Range Setting
The Benchmark Window date range setting establishes when benchmark tests can be administered. Setting and opening a benchmark window is always at the discretion of the user and the window can be changed at any time.

When the benchmark window is open, you have a choice to either download and administer a copy of the test to students (keys are provided for scoring student responses which are entered manually) or to have the students take the tests online (for automatic scoring by the system).

Adjust the Benchmark Window Setting

1. Log into your account and click on the **Account** tab on the right side of your screen.

2. Under **Settings, c**lick on the **Manage Settings** button near the middle of the screen.

3. Under **Benchmark Settings**

   a. Select the opening and closing dates for the testing window. The benchmark window needs to be current for testing, and the remaining benchmark dates need to be staggered so only one testing window is open at a time.

   b. Pay special attention to the year. It needs to be the current year for the fall benchmark but must advance forward to the next year after December 31st. In the screenshot below, you can see that the fall benchmark in September is set for 2024, but the January and April Benchmarks have a 2025 date.

   c. The dates must progress forward in time.

   d. After selecting the dates, make sure to click on the **Save Changes** for the changes to be updated.

4. **Duration of benchmark window:** To the right of the First Day and Last Day of the benchmark window is a column that shows the duration a benchmark window is open.

   a. Each testing window should be set for the same length of time.

Account > Settings

Benchmarking Window Settings

This is the period of time for each benchmark season that your students will be able to access benchmark assessments. Click Here to set the dates to the suggested benchmark periods for this school year.

	First Day	Last Day	Duration
Fall	Nov 15 2024	Nov 30 2024	15 days
Winter	Jan 3 2025	Jan 18 2025	15 days
Spring	Apr 1 2025	Apr 16 2025	15 days

Save Changes

5. **Additional benchmark settings located under this tab.** To adjust items such as "Percentile Lines and Color-coding", and "Enable Measures and Features", scroll down below the Benchmark Window Settings.

Take an Online Benchmark Test (Deluxe)

Benchmark tests are automatically assigned by the program when the testing window is open and will appear in the list of tests for the student to take.

For online tests, direct students to log in using your account URL. (You can find this URL on the **Measures** tab under "Measures on easyCBM". The blue URL is at the bottom of the dark gray box and begins with https://app.easycbm.com/ followed by your classroom name.) Students will then be able to choose their tests from a drop-down menu (in the same way they will access online assessments as described in the Progress Monitoring section).

Please Note: For Benchmark Assessments, students can only take on-grade measures. These are the only assessments available to them for selection for grades K-8 and no benchmark tests are available for grades higher than 8th grade. If your students are in high school, then you can start them on the progress monitoring measures.

To administer benchmark assessments in hard copy/paper and pencil format, you can download the student copies of the tests to administer to students and score with the answer keys, which can be downloaded from the **Measures** tab of your account, under the **Benchmark** tab.

Student scores are entered under the same **Benchmark** tab by clicking on the **Enter Scores** tab. If you would like to have future access to student responses on the easyCBM system, you can enter student responses rather than the total score on the measures. If you go this route, the system will automatically score the measures and record the results for the future just as it does for progress monitoring measures.

Manually Enter Benchmark Tests (Deluxe)

Just like the online benchmark tests, to manually enter benchmark data, the test window must be open. To enter student tests, go to the **Measures** tab and click on the **Benchmarks** tab. Next, click on the **Enter Scores** icon (in this example, Fall). This will take you to a window with a list of your students' names where you can enter benchmark scores.

Please Note: You have options to choose the Season, Grade, and whether you want to enter a Total Score or Item-Level Data. If you want to have a record of the items your student got correct/incorrect, you must enter item-level data. Make sure to click on the **Save Scores** button at the bottom of the page for your scores to be recorded.

Troubleshooting Common Problems

Most common problems occur because of a forgotten step or piece of information. Please review information beginning on page 12 after a break in testing. Just a quick and easy review of this informaiton will resolve most problems associated with testing students.

If you are unable to resolve a problem using the resources on your easyCBM account (go to the **Account** tab to access the Help Desk library, manuals, tutorials, and other resources), please contact the easyCBM Teacher Edition customer service for assistance at: support@easyCBM.com.

Lite Version

Add Students to Account/Advance Students' Grade in School (Lite)

In Lite accounts, students are entered manually and their grade in school must be advanced manually (the system will not do this automatically).

Add Students and Create Groups

- Click on the **Students** tab on the upper left side of the screen. You will see a column on the left called "Groups" and a column on the right side called "Students". Add new Groups or Students by clicking the green "**+**" icon in the respective column.
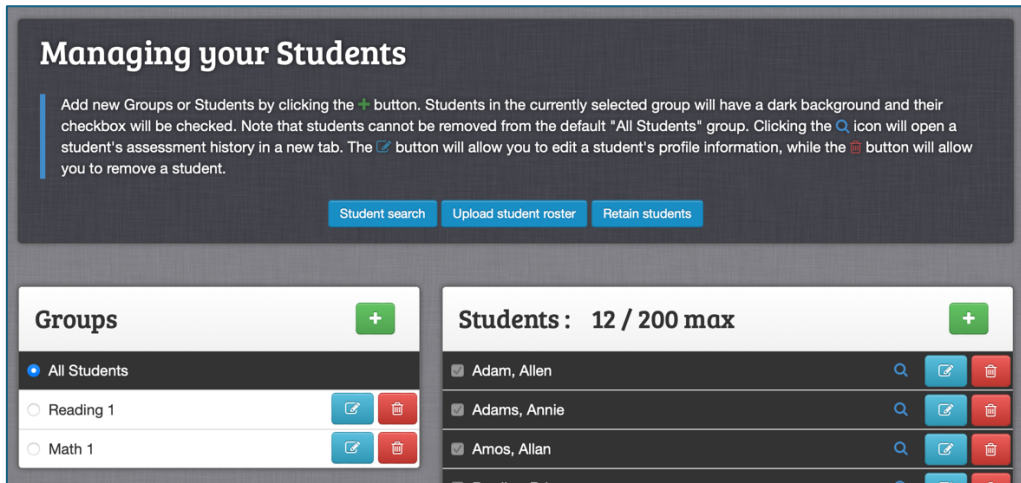
- To **add a student,** click on the green "**+**" icon in the "Students" column.
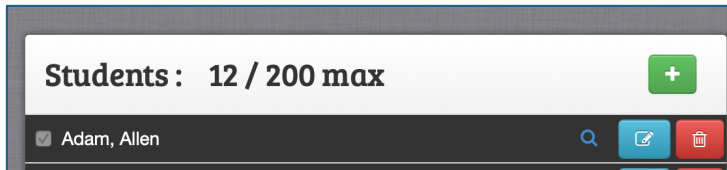- A "Create Student" box will appear. Fill in the student's information.

- Once you are satisfied with the completed fields, click on the green **Create** button to save the record.

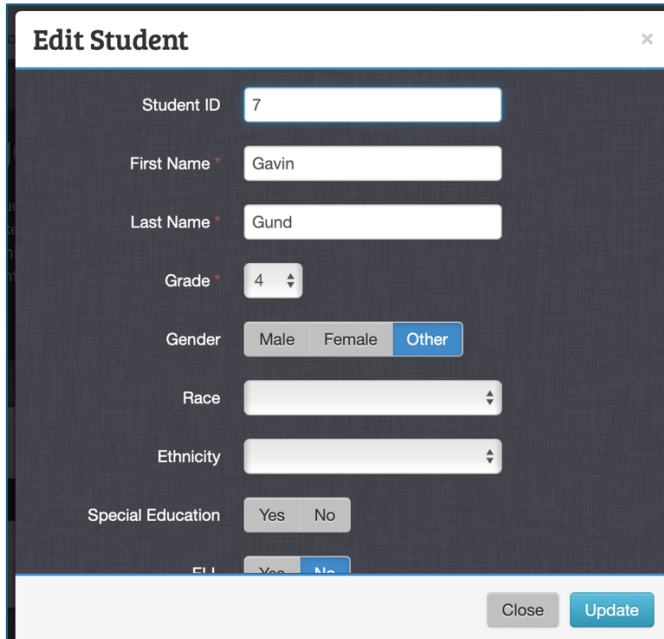## Edit Students

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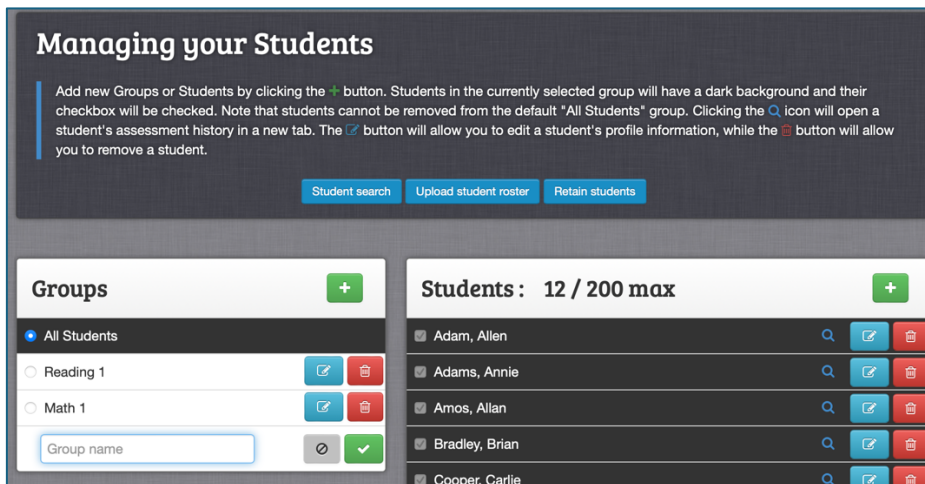## Group and Activate Students for Testing

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